



Doc 355
DECATUR SECURITY
PROVISIONS FOR CONTRACTORS, VENDORS, AND CONSULTANTS

(a) The provisions of this Contract clause shall apply to all CONTRACTORS having access to UNITED LAUNCH ALLIANCE (ULA) – Decatur, owned, leased, or operated real and/or personal properties and shall be in addition to other clauses, as applicable.

(b) The CONTRACTOR and its employees shall comply with all ULA-Decatur established security controls and procedures. The CONTRACTOR, further, shall be responsible for compliance with the same by all lower tier subcontractors of the CONTRACTOR. Under no circumstances, however, shall one contractor act on behalf of another in securing, handling and/or issuing ULA-Decatur badges or in any other matters pertaining to security unless specifically authorized by ULA-Decatur Security. Failure of the CONTRACTOR to comply with ULA-Decatur security requirements may result in denial of access by CONTRACTOR's personnel to ULA-Decatur owned, leased, or operated properties and subsequent termination of this Contract for default by the CONTRACTOR.

(c) The CONTRACTOR shall appoint one of its employees to act as its Security Point of Contact (SPOC). The SPOC shall coordinate all appropriate security matters with the respective ULA-Decatur site Security Representative and shall be the responsible authority for the CONTRACTOR in all matters pertaining to security as required by this Contract and as set forth herein. The assignment of a CONTRACTOR SPOC shall be made in writing to the Procurement Representative. The Procurement Representative shall provide notification/information, pertaining to this procurement, to the respective ULA-Decatur site Security Representative. The information shall at the minimum detail the purpose of the Contract, period of performance, work location(s), and Contractor SPOC.

(d) Both the CONTRACTOR and if applicable sub-tier contractor(s), shall upon request be provided access to ULA-Decatur Security Practices and Procedures. The CONTRACTOR and/or sub-tier contractor employee(s) shall be responsible for strict compliance of these requirements, at all times while conducting business on any ULA-Decatur owned, leased, or operated properties.

(e) The CONTRACTOR SPOC shall be provided a security indoctrination on Decatur security procedures specific to the CONTRACTOR's assigned work location prior to the commencement of any work performed under this Contract. Mandatory attendance is required by the CONTRACTOR's SPOC.

(f) CONTRACTOR personnel may be issued a dated ULA-Decatur Non-employee picture badge after a local back ground check has been completed. This badge is issued to non-employees having a continuing need to access ULA-Decatur owned, leased, or operated properties while in the performance of contractual work. A picture badge is limited to a specific contract period of performance (POP) and must be renewed on an annual basis, or no later than the expiration date indicated on the badge. Badge renewal, if authorized by contract, will be accomplished by ULA-Decatur Security. Expired badges will be confiscated by ULA Security personnel when observed being worn by CONTRACTOR personnel. Badges that are lost or unaccounted for will require the CONTRACTOR SPOC to make a written and timely notification of the loss to the site ULA-Decatur Security department. Badges must be worn on the upper front portion of the torso on the outer most garment and in plain view at all times while on ULA-Decatur owned, leased or operated property. If the work being performed is such that the badge becomes a hindrance or safety hazard during the conduct of the work, it may be kept by the CONTRACTOR in a safe but readily accessible location. It shall, however, be easily obtainable if asked for by any Decatur personnel.

(g) CONTRACTOR employees who have not been issued a ULA-Decatur Non-employee picture badge must register through the ULA-Decatur lobby. Visitors who have not been issued a valid Non-employee picture badge and require access to ULA-Decatur property must have their ULA-Decatur sponsor process a DEC-475 (ULA request for badge) and a IG-201.F (Export Control Compliance Verifications form), proof of Safety Orientation and Proof of US Person status, identifying the CONTRACTOR personnel needing access. The forms will be submitted to Badge and Lock and the CONTRACTOR will bring their original proof if US person status with them to Badge and Lock for verification by the Badge and Lock Staff. Once all of the requirements are met for access to ULA-Decatur property, the badge can be fabricated for the CONTRACTOR.

(h) CONTRACTOR employees, having obtained a ULA-Decatur picture Visitor badge shall wear their ULA-Decatur badge approximately chest high on the outermost garment at all times while on ULA-Decatur property.

(i) The CONTRACTOR agrees to insert in all sub-tier subcontracts where access to ULA-Decatur owned, leased or operated property(ies) is necessary for contract performance, provisions which shall conform substantially to the provisions set forth herein.

(j) The CONTRACTOR shall, immediately upon completion of this Contract, return all ULA-Decatur badges to the ULA-Decatur Security department or provide a written statement to same as to the disposition of any non-returned badges. Final payment to the CONTRACTOR under this Contract may be withheld and offset against any indebtedness created or owed to ULA as a result of the CONTRACTOR's failure to comply with ULA-Decatur security requirements or pending reconciliation of the aforementioned badge records.